Registrar Student Worker
Job Description

Confidentiality is STRESSED. Information is seen that cannot be shared, repeated, or used in any way by the student worker. The penalty for such actions will be immediate termination.

Each student worker must sign the student worker contract, dress code policy, confidentiality contract, and Buckley Amendment document. These documents should be signed at the beginning of each academic year. All student workers are held accountable to all material covered in these documents, and their contents should not be taken lightly.

General Duties/Responsibilities

- Filing: Student workers are to check on the status of any paperwork that might need to be filed. It is important that things get put away as quickly as possible to ensure a high level of confidentiality for all students. Student workers should check to see if there is any filing that needs to be done upon arrival for each work period.
- Office coverage
    - Walk-ins: Student workers are responsible for handling the general traffic of the office while they are working. As a student arrives, they are to greet the student and find out how they can help them. If the student worker is able to help them, they should do so in a timely manner, and while the student waits if possible. If they are unable to meet their needs, then the registrar can be consulted or another member of College staff if applicable. If the student's needs cannot be met at that time, the student worker should instruct the student when to return for further assistance.
    - Phone calls: Student workers may answer the telephone at any time. They should greet the caller by stating their name and asking "May I help you?" If possible, they should answer the caller's needs. If unable to help the caller, they should transfer the caller to someone who can. Before ending a phone call, student workers should ask if there is anything else that they can do for the caller.

CAMS Projects and Tasks

As needed, student workers are responsible for completing various projects in the student information system or other network locations. Student workers need to familiarize themselves with the software or databases being used in the office and attend any training session that would be available to them. As a project is completed, the student worker should notify the registrar of its completion. Some projects have deadlines. The student worker is responsible for ensuring the project is completed by its assigned deadline. Projects may include, but are not limited to:
- Verifying and updating student status, course load, and advisor at the beginning of each semester
- Entering end-of-semester information as needed
- FERPA Form/Media Release: Assisting with collecting new forms at Check-In days and updating information in CAMS